

Notice of Annual General Meeting - Season 2022 / 2023

Date: Wednesday, September 20, 2023

Time: 7:00 p.m.

Location: Maplevue Heights Elementary School & Zoom Meeting options

Hello to all of our Members and Friends!

The time has come for us to get together, to celebrate our past season and to look towards the future of our beloved KCP. Your participation matters!

This AGM is not only your opportunity to engage in the work of the past year and to play an important part of our moving forward but, it also provides a platform to see friends and colleagues again and to renew acquaintances.

Everyone is welcome to attend but only members can vote at the AGM. Membership in KCP is held by all of those who have either paid membership dues or volunteered with us during the 2022/2023 Season. Old friends and non-members can purchase Voting Rights for this AGM for \$10.00 by contacting KCPtreasurer@gmail.com

We would like to know if you plan to attend. Please fill out the registration form here. It will allow us to find out if you plan to attend in person or virtually. We will make arrangements to send out a reminder ahead of the date, a zoom link for virtual attendees or a proxy vote form if you are not available that evening. We cover it all in the Registration form! Please register by Mon. Sept. 18th.

[\(Registration link here\)](#)

Once your registration is complete, you will be sent the ZOOM link to join the AGM. Please note that the AGM will be recorded for accuracy purposes, but it will not be shared.

All the relevant AGM documents will be distributed to registered participants at the beginning of that week. We will also provide information concerning critical motions that require a vote as well as information about those who wish to stand for election to the KCP Board.

If you are interested in serving on the Board please send a note to Julie Underhill at KCPchair@gmail.com. Alternatively, you can have someone at the meeting nominate you or self-nominate. New members bring new ideas and are most welcome! Information about joining the board and the various positions is below. Any KCP member can nominate any other member to any of these positions.

The Board of Directors of Kempenfelt Community Players is responsible for governing and supervising the policies and affairs of KCP, its committees, officers and members, as well as carrying out the goals of the organization including productions and other programming. Directors also contribute to KCP policy and direction.

The Board of Directors consists of the following positions:

CHAIR

As the Chief Executive Officer of the Organization, the Chair oversees the general management and direction of KCP business activities. The Chair arranges and presides over monthly meetings, as well as the AGM, and distributes meeting agendas and also serves as a Mentor and/or Facilitator to other Members and Volunteers. Please note: this position requires previous KCP Board experience.

VICE - CHAIR

During the absence of the Chair, the Secretary, or the Treasurer, their duties will be performed by the Vice-Chair. And, the Vice-Chair handles Community Relations, liaising with The City of Barrie as well as other community and industry members. Please note: this position requires previous KCP Board experience.

SECRETARY

The Secretary shall enter minutes of all meetings and will be responsible for the filing and distribution of those minutes. The Secretary shall also receive and file the agendas and minutes of Committee meetings and other reports of the Corporation. The Secretary shall also manage and distribute the Corporation's Annual Calendar.

TREASURER

The Treasurer shall keep records of all revenues and expenses of the Corporation, control the deposit of money and the disbursements of funds, and shall give to the Board a regular account of all transactions and of the financial position of KCP. The Treasurer also provides financial reporting as needed for grant programs and sponsorship management.

EXECUTIVE PRODUCER

The Executive Producer will oversee KCP's stage production activities. Serving as Board Liaison, the EP will work with Production and Creative Teams to facilitate timelines, budgets, and logistics and ensure the production are operating within KCP-approved standards. Please note: this position requires previous KCP Producer and/or Production Director experience.

DIRECTOR FOR COMMUNICATIONS

The Director for Communications will oversee the Organization's communications needs including Newsletter and Media Materials Development, Contacts Management, and Public Relations. ADD

DIRECTOR FOR FACILITIES

The Director for Facilities will oversee the Organization's facilities and assets and coordinate the department managers in the areas of Costumes, Props and Sets Departments.

DIRECTOR FOR MARKETING & MEDIA RELATIONS

The Director for Marketing & Media Relations will spearhead the Organization's traditional marketing activities including the print and radio advertising for each KCP production. The Director will serve as the Organization's media contact, and will oversee the Committee of Social & Community Networks (description provided below) to ensure a public profile for KCP and its productions

DIRECTOR FOR PROGRAMMING

The Director for Programming will spearhead the Organization's special projects including the Reading Committee, Volunteer Management, and Stage Workshops & Mentorship Program Development.

DIRECTOR FOR SPONSORSHIP & FUNDRAISING

The Director for Sponsorship & Fundraising will spearhead the Organization's fund-raising activities including Sponsorship and Ad Sales, Group Sales, networking with community organizations and Special Events.

Committee of Social & Community Networks

This committee will spearhead the Organization's on-line and community-based marketing activities including social media, website, and community calendars and listings for each KCP production, and will work directly with the Director for Marketing & Media Relations to ensure a public profile for KCP and its productions.

If you have any questions about this process, please feel free to email at KCPinformation@gmail.com for more information.

We look forward to seeing you on September 20th at 7 p.m.

Please Register Today.